



UNIVERSITY OF
NORTHERN COLORADO

Rec'd _____	Date _____
Position(s) App. _____	
(Campus Rec Staff Use Only)	

Department of Campus Recreation
Office Assistant Job Application

Personal Information

Date of Application: _____

Name: _____

Semester(s) for which you are applying: Fall Spring Summer

Year In School: Freshman Sophomore Junior Senior Graduate

Major: _____ Anticipated Graduation Date: _____

Local Information:

Street Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Permanent Information:

Street Address: _____

City/State/Zip: _____

Phone: _____

Certifications you possess (check all that apply and list expiration dates mm/yyyy):

CPR, _____

AED, _____

First Aid _____

Other: _____

List any experience, including coursework and volunteer, which would relate to the position(s) for which you are applying:

Employment Type:

Work-Study (Amount: \$_____)

Student-Hourly (not Work-Study)

Other: _____

I don't know ([please visit Financial Aid to inquire.](#))

Position Advertisement Source:

From a Friend

From a CRC employee

New Student Orientation

Student Employment Office

UNC Job Bank

Campus Rec Flyer

Athletics

Cultural Center: _____

Sports & Exercise Science

Other: _____

Questionnaire:

1. Why do you want to work for Campus Recreation?
2. Do you currently participate in any programs, events, or activities offered by Campus Recreation?
 Yes. What?

 No. Why?
3. Have you ever been employed by Campus Recreation?
 Yes. What position(s) and when?
 No.
4. Have you ever been employed by another department at UNC?
 Yes. Where and when?
 No.
5. Are you *usually* willing to work... (check all that apply)?:
 Weekends Winter Break Holidays
 Opening (6 a.m.) Spring Break
6. How many hours *per week* are you seeking?
 0-5 6-10 11-15 16-20
7. What is your earliest start date?

8. Three words to describe you:

9. What is your greatest strength as it pertains to working for Campus Recreation?
10. What do you wish to learn/take-away from your experience working for Campus Recreation?

11. What is your goal for after you graduate from UNC?

12. With which computer programs are you familiar (check all that apply)?

- Word Excel PowerPoint
 RecTrac IM Track

Previous Employment Information:

Employer: _____

Phone: _____ May we contact them? Yes No

Duties:

Employer: _____

Phone: _____ May we contact them? Yes No

Duties:

Signature

Date